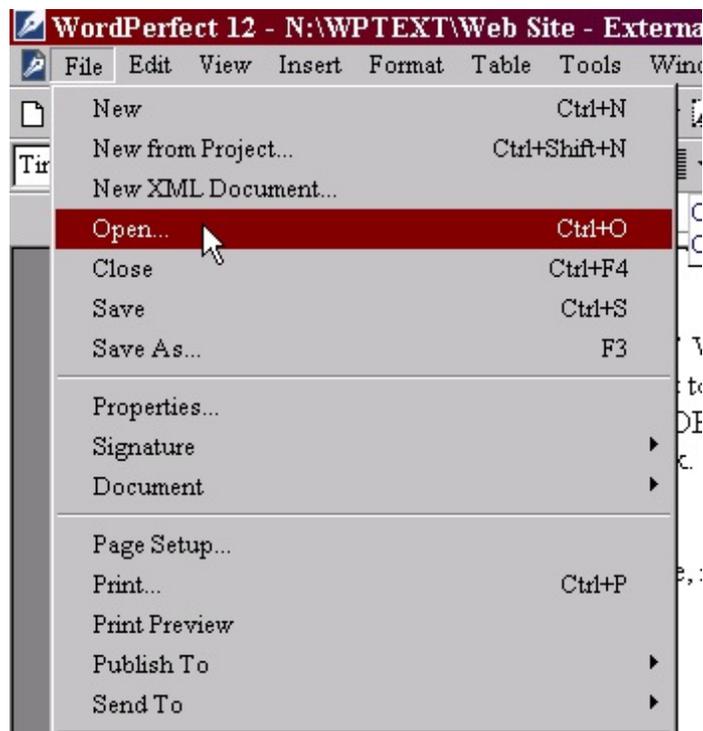


## CREATING A PDF FROM WORDPERFECT

Conversion of any word processing document to a Portable Document Format (PDF) is required before submission to the court's electronic filing system. The following instructions will guide you through the process of converting a word processing document to PDF. For this example Adobe Acrobat PDF Writer/Distiller and WordPerfect 12 is used. The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. We will walk you through the basic steps of converting any file created by a Windows based program. In some instances, some of these steps may be eliminated depending on what software you are using and how your system has been configured.

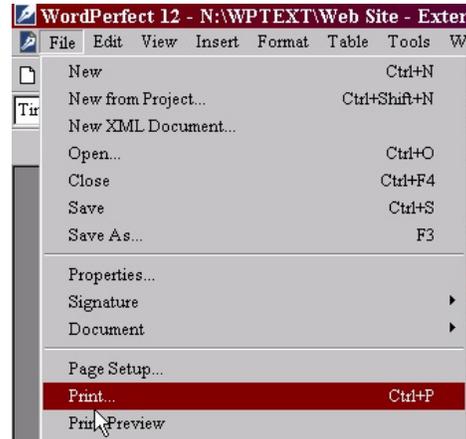
Adobe Acrobat PDF Writer/Distiller installs as a printer driver. Therefore, to convert a word processing document to PDF file, you need to seemingly print the document to get the conversion to take place. The PDF writer/distiller allows you to name the file and save it in a directory on your hard drive or network.

1. Create, name and save your document to be converted. When you are ready to electronically file the document, open your document.

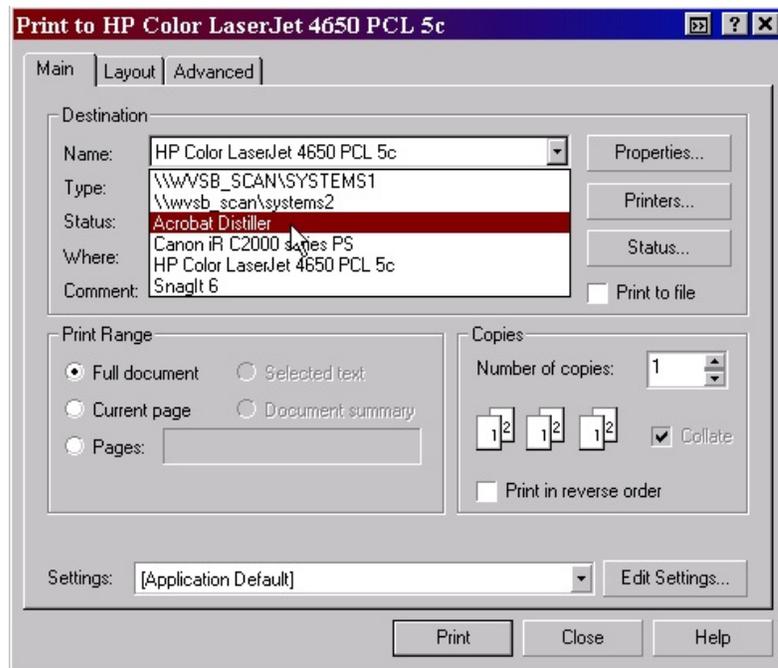


2. There are two ways to convert the document to PDF:

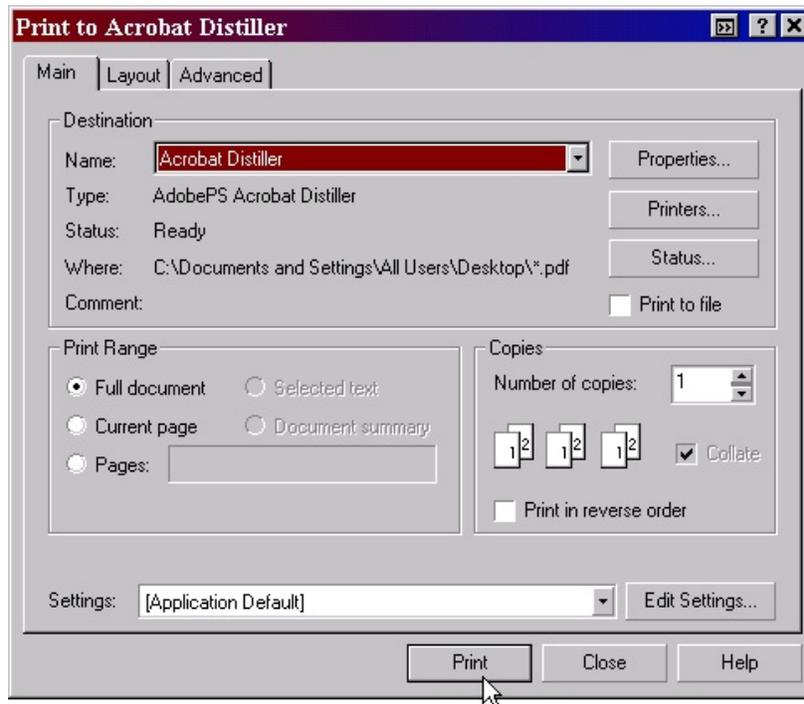
- Click the **print icon** on your word processor toolbar or, alternatively
- Click **File** on the drop down menu bar and select the **Print** option.



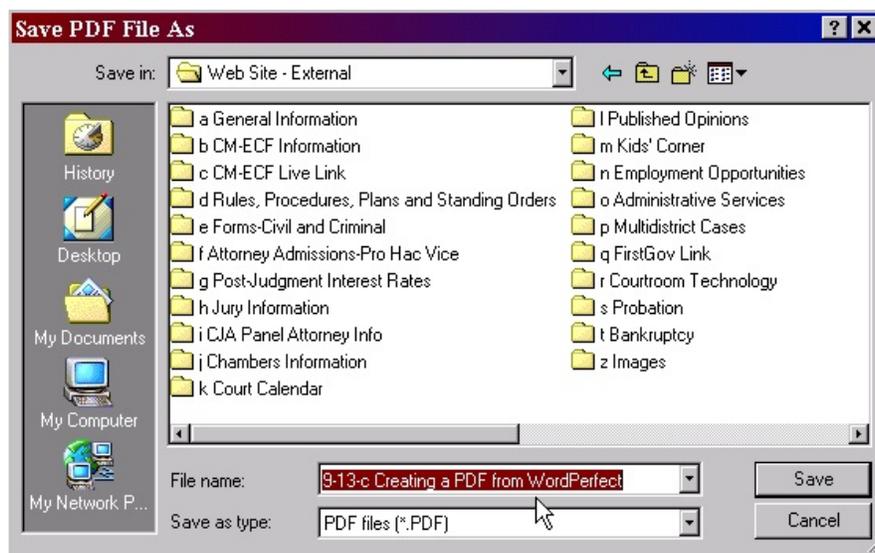
3. Select **Acrobat Writer; Acrobat Distiller; Adobe PDF, Adobe PDF Converter; or other PDF selection that displays** from your list of available printers.



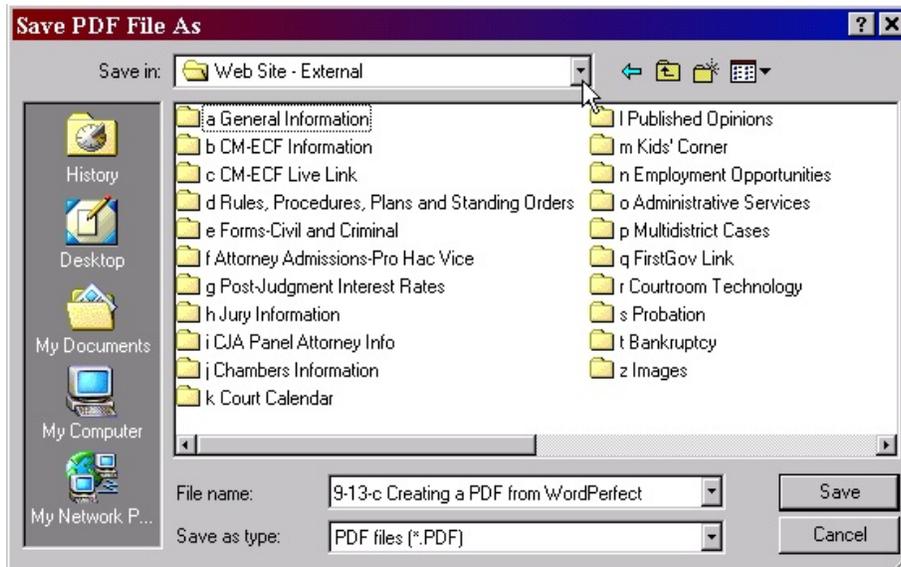
4. Click the **Print** button in the dialog box. The file will not actually print; you will receive the option to save the file as a PDF.



5. You are prompted to give a file name to your PDF document. The name will default to whatever your WordPerfect file name was, but with a “.pdf” extension or you can give it a new name. **(Do not click on “Save” at this point)**



- Next click on the Down arrow in the “Save In” box to select where you want to store the document



- Click on the **Save** button. Your document will convert to PDF.

